

GUIDELINE NO: 4.1***Drinking Water Operator/Water Quality Analyst Certification******Revised: Feb. 2012*****GUIDELINE TITLE: SIX MONTH OPERATOR CERTIFICATE RENEWAL****PURPOSE**

To clarify the circumstances under which the ministry may renew a Class I to IV (O. Reg. 128/04 s. 7(6) & (7)), limited system operator (O. Reg. 128/04 s. 8 (6) & (7)) or water quality analyst (O. Reg. 128/04 s. 16 (6) & (7)) certificate for up to six months beyond the three years, to allow the operator or water quality analyst to complete the annual training.

CONTEXT

An operator's certificate expires every three years, but is renewed if the operator meets certain conditions. Effective August 1, 2005 certificate renewal is contingent on the operator completing the annual training requirements under O. Reg. 128/04. If such training requirements are not met, the certificate is not renewed.

However, under certain circumstances, the Director may renew the operator's certificate for up to six months, to enable the operator to complete the annual training requirements; if the Director is satisfied the operator will complete the training within the extension period.

POLICY

The circumstances under which the Director may renew an operator's certificate for up to six months are:

- the operator was ill for an extended time during the three years, making it difficult to impossible to complete the training
- the operator was out of the country for an extended period, making it difficult to complete the training
- other reason the Director considers valid

The Director will, whenever appropriate, consider a full six month extension.

Process:

The operator should write a letter to the Certification Program Administrator requesting their certificate be renewed for up to a six month period. The operator will identify the reasons for which they were unable to obtain the required training for the renewal period and have their supervisor verify this to be true by signing the bottom of the letter. The operator must also identify when they will take the necessary training, and provide evidence of being registered in the said course or courses (e.g. copy of course registration from training provider).

Approved Feb 2012